



Financial Policy Workgroup Meeting September 19, 2024

Agencies Represented Fish & Wildlife Conservation Commission, Department of Environmental Protection, Department of Financial Services, Department of Health, Department of Corrections, Highway Safety and Motor Vehicles, Department of Children & Families, Justice Administrative Commission, Department of Agriculture and Consumer Services

- **Opening Remarks and Introductions:**
 - The goal of the workgroup is to increase understanding, ownership, and adoption of financial management policy.
- **Policy Topic Discussion:**

- **Period Closing:**
 - A&A has an expectation that these items will be monitored monthly by agencies:
 - Expenditure vouchers and warrants,
 - Cash deposits and receipts,
 - Property items and files, and
 - Payroll records
 - There was a discussion about stopping activities at the end of a period to resolve discrepancies. Group decided it is not feasible to stop work for a full two days to close out every month.
 - Discrepancies can be carried over to the next month and must be documented.
 - Processing in Florida PALM will be different than FLAIR. Identifying issues early will prevent journal processing errors.
 - Agencies will use monitoring reports to identify errors (e.g., batch errors, journal failures)
 - Instead of thinking of it as a calendar month, it can be “on a regular occurrence”.
 - Florida PALM modules may have specific closing and reconciling requirements.
 - Reconciliations Between Systems:
 - A&A shared the preliminary policy for discussion:
 - Internal controls need to be documented for Florida PALM for batch submissions.
 - Proper separation of duties is required, especially for batch submissions.
 - The file preparer should not be the file submitter.
 - The policy will apply to batch upload and spreadsheet uploads.



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- Batch files will need to have an approval flow, internal controls need to be documented, and available to be audited upon request.
 - Documentation and evidence are important to support the validity of the file load.
- Discussion about what documentation (e.g., approval flow, procedures) is required to support batch files into Florida PALM because the agencies maintain evidence/support in the agency business system.
 - Workgroup agreed to table conversation for a future discussion.
- API & batch do not have approval flow in Florida PALM.
- Redacting Sensitive or Confidential Information from Attachments:
 - A&A shared the preliminary policy for discussion:
 - Agency legal will determine what is confidential or sensitive.
 - No confidential information will be included within Florida PALM.
 - Agencies will make the information available upon request.
 - Most agencies are already practicing this.
 - Some entities may require agreements to review confidential or sensitive information.
 - These are called Business Associate Agreements and are similar to Memorandums of Understanding (MOU)



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- **How Do We Want to Share Policy:**
 - A&A suggested that policies can be shared in many different formats:
 - Knowledge Center
 - Manuals
 - CFO Memos
 - Participants shared that:
 - Having a history of past policies is helpful for reference.
 - Documenting policy items helps the finance and accounting offices enforce them.
 - Consolidating information into one source, like the Reference Guide for State Expenditures, makes finding information easier.
 - The group prefers having information shared through a Knowledge Center and a manual based document similar to the Reference Guide for State Expenditures.
- **Next Steps:**
 - A&A will consolidate feedback collected and document action items.
 - A&A will prepare drafted policy on these topics for discussion during the next workgroup.
 - Next workgroup is October 17, 2024, at the Carr Building.
- **Outstanding Action Items:**
 - What are the documentation requirements to support journals that are batched in Florida PALM?
 - What is the process for uploading records for a voucher that is marked for audit?
 - Policy topics to be added to the policy inventory:
 - Property
 - Documentation